



CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

DECEMBER 2015

TABLE OF CONTENTS

Performance Measures

Police Calls and Service Times

Crime

Condition Index for Streets

Diversion Rate of Solid Waste from Disposal at a Landfill

Water Quality Testing Results

Permits

Value of Private Construction

Private Construction Inspections Performed

Budget Status

Central Purchasing

Current Procurements

Completed Procurements

Pending Procurements

Capital Projects

Pump Station Replacement/Rehabilitation

Sewer Rehabilitation and Water Distribution

Water Tank Rehabilitation

New Water Treatment Plant (WTP)

Annapolis Water Reclamation Facility (AWRF) Projects – Influent Pump Station project and Flow Measurement project (County managed)

Dam Repair at Waterworks Park

City Dock Bulkhead Replacement, Phase 2

City Hall Project

Maintenance Facilities

Landfill Gas Mitigation

Stormwater Management Retrofit

Road Reconstruction

Main Street Reconstruction

Cornhill Street Sidewalks

Personnel Update

New Hires

Promotions/Internal Vacancies Filled

Law Office Report

Open Litigation

Adopted Legislation

Alcoholic Beverage Control Board

[City Clerk](#)
[Board of Supervisors of Election](#)
[Public Safety Update](#)
[Fire Department](#)
[Emergency Management](#)
[Police Department](#)
[Building Activity](#)
[Planning Activity](#)
[Comprehensive Planning](#)
[Current Planning](#)
[Community Development](#)
[Historic Preservation](#)
[Economic Development](#)
[Recreation and Parks](#)
[Recreation](#)
[Parks & Facilities](#)
[Harbor Master](#)
[Transportation](#)
[Monthly News](#)
[Activity Report](#)

Performance Measures

Police Calls and Service Times

Month	2012	2013	2014	2015	Average Emergency Response Time	PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	3153	2596	2894	2571	1:30 Minutes	12 = 1:20	3 = 1:31	19 = 1:41
February	2725	2399	2714	2422	2:09 Minutes	9 = 2:18	2 = 1:15	6 = 2:55
March	3217	3117	2885	2714	1:06 Minutes	13 = 1:07	9 = 1:18	3 = 0:55
April	2997	2931	3005	2808	1:24 Minutes	21 = 1:50	6 = 1:06	15 = 1:17
May	3259	3145	3197	2961	1:28 Minutes	14 = 1:11	4 = 2:13	20 = 1:01
June	3100	3051	3161	3059	2:14 Minutes	20 = 3:03	18 = 1:21	23 = 2:19
July	3123	3176	3515	3076	1:43 Minutes	21 = 2:10	4 = 1:53	13 = 1:08
August	3033	2995	3280	3064	1:50 Minutes	18 = 2:11	7 = 1:11	6 = 2:10
September	3180	3342	3129	2892	2:10 Minutes	19 = 2:58	6 = 2:38	10 = 1:26
October	3239	3269	3158	2805	2:54 Minutes	22 = 3:00	7 = 2:35	11 = 2:08
November	2748	3472	2763	2871	2:22 Minutes	21 = 2:09	7 = 2:01	16 = 2:58
December	2667	2670	2551	2512	2:11 Minutes	15 = 2:09	5 = 2:14	12 = 2:12
Totals	36163	36252	36252	33,755				
Avg Per Day	106.1 cfs	99.5 cfs	98.5 cfs	92.4 cfs				

Crime

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt	Burg- Res	Burg-Com	Larceny	MV Theft	Total
Dec 15	0	1	4	4	11	19	5	44	2	90
Dec 14	0	0	2	3	11	17	1	50	6	90
Diff +/-	0	+1	+2	+1	0	+2	+4	-6	-4	0
Diff % +/-	0.00%	1	100.00%	25.00%	0.00%	10.53%	+80.00%	-12.00%	-66.67%	0.00%
				Monthly	Total				Monthly	Total
Violent Crime Diff +/-				+4	+20.00%	Property Crime Diff+/-			-4	-5.41%

Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- 2015 paving total – 2.91 miles

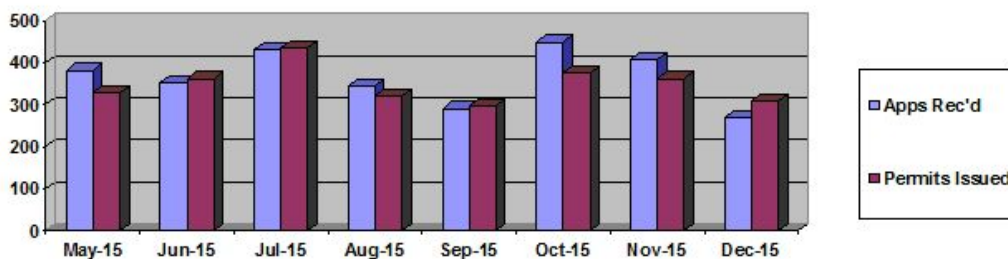
Diversion Rate of Solid Waste from Disposal at a Landfill

- November diversion rate – 51.8%
- 12-month (December 2014 – November 2015) diversion rate – 43.8%

Water Quality Testing Results

- There were no water quality issues with the December water samples.
- There have been no water quality issues with water samples taken in 2015.

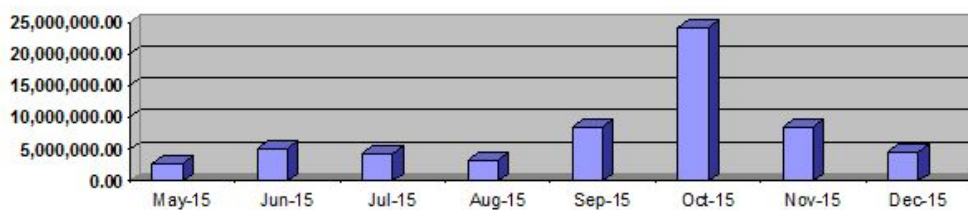
Permits



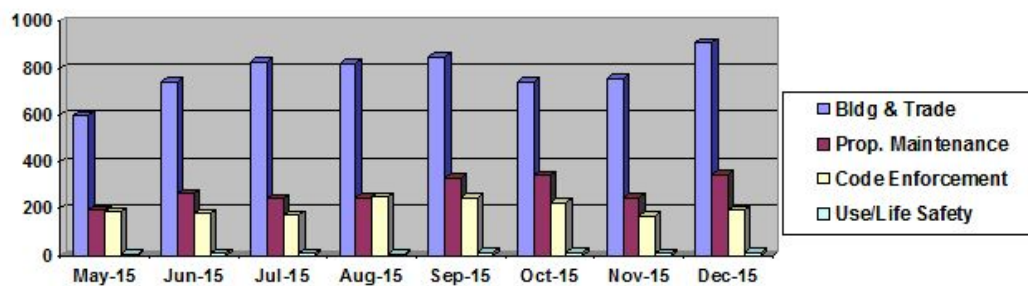
Permit applications received 271
 Permits issued 310

Value of Private Construction

Total - \$4,588,910.85

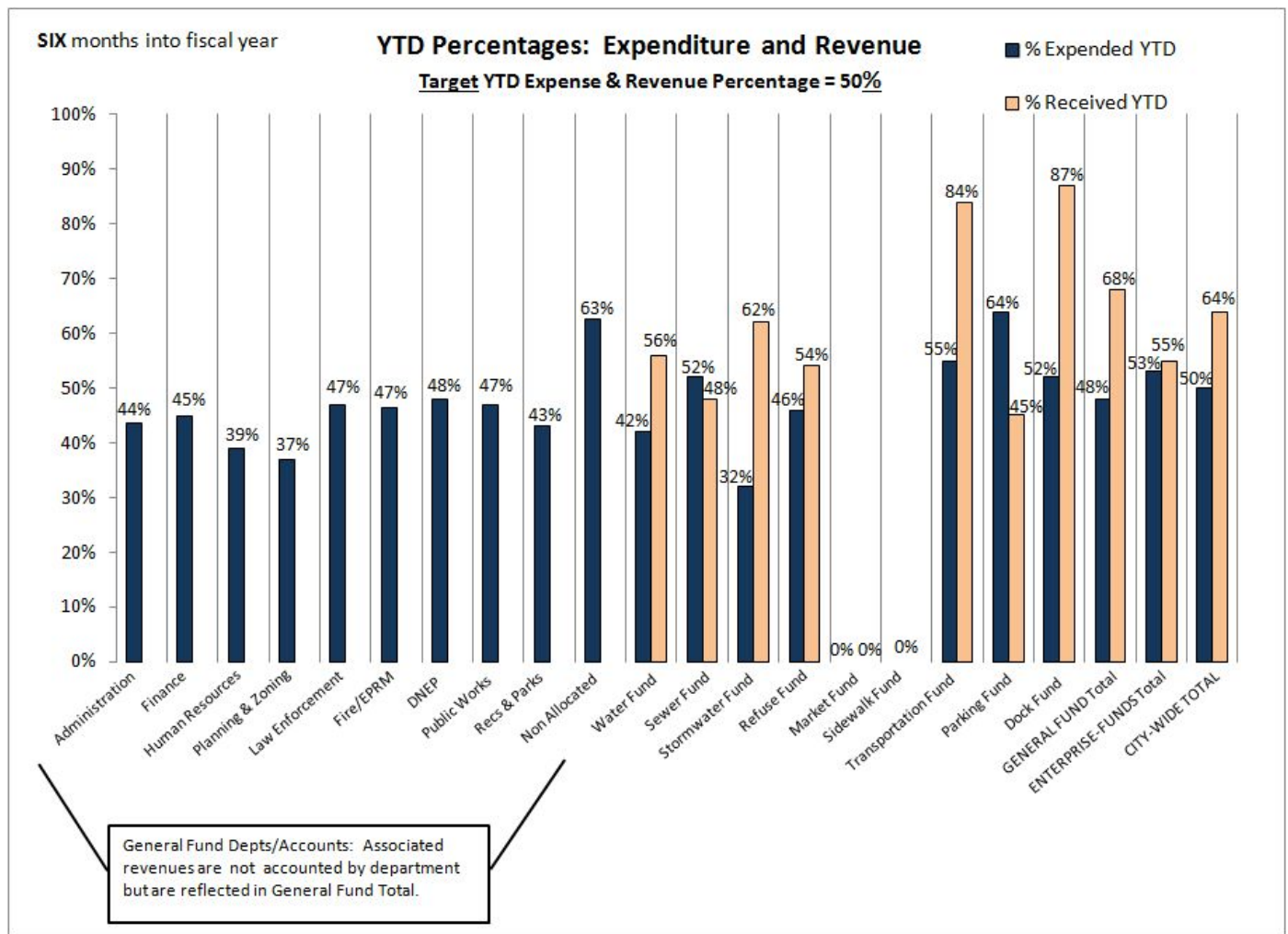


Private Construction Inspections Performed



Building and Trade Inspections	906
Property Maintenance Inspection	345
Code Enforcement Inspections	194
Use/Life Safety Inspections	12

Budget Status



Central Purchasing

Current Procurements

RFP 15-11 – Integrated Parking Operations and Management Services

- 4 proposals received. 3 firms short listed. BAFO received. Interviews scheduled.

RFP 15-18 – Historic Preservation Consultants

- 23 Qualification statements received. Review in progress.

RFP 15-22 – APD Firing Range Ventilation System Replacement

- 3 Proposals received. Award on hold.

RFP 16-04 – Assessment of Corrective Measures – Annapolis Landfill

- 2 Proposals received. Review in progress. Award on hold.

RFP 16-06 – Energy Performance Contracting

- 2 Proposals received. Review in progress. Interviews scheduled.

RFP 16-08 Transit Bus Advertising Program

- Awarded Direct Media. Contract in process.

RFP 16-09 – Transit Bus Electronic Fare Box Collection System

- 2 proposals received. Review in progress.

RFP 16-10 – Legal Services – Police and Fire Retirement Commission

- Proposals due 1/7.

RFP 16-11 – Construction Services – Stanton Center Door Replacement

- Awarded to JAK Construction Co., Inc. Contract in process.

RFP 16-16 – Design Services – PMRC Ball Field Renovations

- Proposals due 1/27.

Completed Procurements

RFP 14-14 DPW Maintenance Facilities – Design/Build Services

- Awarded to Gardiner & Gardiner. Design/Build contract in process.

RFP 15-10 – Storm Water Management Inventory and Watershed Improvement Plan

- Awarded to URS. Project scheduled for December 2015 completion.

RFP 15-12 Annapolis Renewable Energy Park

- Awarded to BQ Energy. Lease approved. Project scheduled for October 2016 completion.

IFB 15-17 – Annapolis Dam Repairs-

- Awarded to M2 Construction. Project scheduled for February 2016 completion.

RFP 15-20 – Eastport Traffic Study

- Awarded to Sabra Wang & Associates. Study scheduled for March 2016 completion.

RFP 15-21 – APD Indoor Firing Range Replacement

- Awarded to Target Worx. Project scheduled for March 2016 completion.

RFP 15-23 – Upper West Street Sector Study

- Awarded to AECOM. Study scheduled for June 2016 completion.

IFB 15-27 – Second Street Pump Station Repairs

- Awarded to JJID. Project scheduled for April 2016 completion.

RFQ 15-28 – City Dock Bulkhead Replacement – Construction Services
- Awarded to Cianbro Corporation. Project scheduled for April 2016 completion.

RFP 16-03 – City Hall HVAC Replacement – Design/Build Services
- Awarded to BPI Mechanical, Inc. Project scheduled for April 2016 completion.

IFB 16-05 – Wayfinding Sign Fabrication
- Awarded to Gelberg Signs. Project scheduled for May 2016 completion.

IFP 16-07 – Helix Mooring Installation
- Awarded to Murtech, Inc. Project scheduled for May 2016 completion.

Pending Procurements

RFP 16-14 – APD CAD RMS System
- Draft in progress. Anticipated release in Jan/Feb.

IFB 16-15 – Unleaded Gasoline and Diesel Fuel
- Draft in progress. Anticipated release in Jan/Feb.

RFP 16-17 – Modifications to Five Water Tanks
- Draft in progress. Anticipated release in Jan/Feb.

RFP 16-18 – Mooring Maintenance
- Draft in progress. Anticipated release in Jan/Feb.

Capital Projects

Pump Station Replacement/Rehabilitation

Second St. Pump Replacement – Work has begun on the project for bypass of the pump station and repair of the wetwell. Work to date includes the setup of traffic control and the sewer bypass.

Sewer Rehabilitation and Water Distribution

Sewer Cured-in-Place Pipe (CIPP) Rehabilitation – Completed scope development for upcoming CIPP Rehabilitation work. USNA Flowmeter – Modeling follow-up is underway for the assessment findings in the submitted flow meter final plan. Buried Asset Evaluation – Meetings were held to review the management strategy groups as well as project updates. Water Meter Purchase – Radio read meters continue to be purchased and installed.

Water Tank Rehabilitation

AT&T antenna replacement work on Janwal Tank is complete. Release of contractor retainage is pending until after the subcontractor release of liens are provided.

New Water Treatment Plant (WTP)

WTP Design/Build (D/B) – Project work and related activities this month included 131 slab, silo pad and generator pad concrete work, hydrostatic testing of filters, raw water and finished water piping, electrical duct bank and conduit installation and delivery and setup of lime silo.

Annapolis Water Reclamation Facility (AWRF) Projects – Influent Pump Station project and Flow Measurement project (County managed)

Influent Pump Station – Consultant work on the hydraulic improvements continues. Flow Measurement Improvements – Coordination with the County on current flow metering equipment continued.

Dam Repair at Waterworks Park

Shotcrete installation for Phase 2 and 3 sections of the dam was completed. A weir notch was cut into the spillway, and cast-in-place concrete was installed to create a finished surface. The spillway was abrasively demolished, guide wires were set and shotcrete was installed on the vertical face to within 2 feet of the horizontal base. Cast-in-place concrete was installed at the base. The weir gate with actuator was installed and City personnel received training on its use. The overflow channel base had 5” of cast in place concrete placed. Following a 7-day cure, the overflow channel walls were systematically demolished in sections, forms were set and cast-in-place concrete was installed to form the bench and walls of the channel.

City Dock Bulkhead Replacement, Phase 2

Driving of the sheet piles began on Monday, November 9. Cianbro has been working on Saturdays to stay ahead of the schedule as they go into the winter months. Through December, there has been approximately 150 linear feet of sheet pile driven to grade. Some resistance was encountered as piles were driven the final 15 feet or so. The sheet piles possibly encountered a clay layer.

City Hall Project

BGE rescheduled the gas service installation to start on January 11. BPI Mechanical is working with WGM Architects on the design for the new HVAC System.

Maintenance Facilities

The decision was made to move forward with locating the new DPW Maintenance at 935 Spa Road. The design-build solicitation was completed in 2014; contract negotiations will commence in January.

Landfill Gas Mitigation

DPW is resuming negotiations with MDE on the Draft Consent Order so that a clear course of action can be finalized for the site mitigation. Sampling work continues for semi-annual monitoring events.

Stormwater Management Retrofit

Design has begun for the storm drain system improvements at the eastern end of Prince George Street. Stormwater issues at other locations have been identified, inspected in the field, and are being evaluated for potential solutions.

Road Reconstruction

Paving in the Van Buren neighborhood, consisting of Van Buren Street (President to the End), Grant Street, McKinley Street, Colony Drive, Van Buren Court, Sterling Drive, and Sterling Circle, was completed in December. Barbud Lane from Forest Drive to Janwall Street was also completed.

Main Street Reconstruction

An inventory of buildings with sprinkler system connections indicates that approximately 51 buildings do not have sprinkler connections. The estimated cost to install connections for these 51 locations as part of the Main Street project is in excess of \$1,000,000.

Cornhill Street Sidewalks

A cost proposal was obtained from RK&K to provide design service. Award of the design service contract is expected to occur during January 2016, and construction is estimated to start in January 2017.

Personnel Update

New Hires

Transportation - Bus Driver PT & Transit Operations Mgr.

Promotions/Internal Vacancies Filled

Transportation - Bus Driver

Fire - FFIII-EMT-P

PW Administration - Accounting Associate II

Law Office Report

Open Litigation

Case Name	Dept	Comments
Moe's Southwest Grill PJR A.A. Circuit Court Case No. C-2013-178391 (L39-13)	BOA	Court of Special Appeals affirmed Circuit Court decision, which affirmed BOA approval of special exception for Chipotle Mexican Grill at 36 Market Space; Petition for Writ of Certiorari filed in Court of Appeals; Writ of Certiorari granted; oral argument pending
City of Annapolis v. SPAW, LLC (Municipal Infractions) A.A. District Court Case No. 3z36100886, 5z36100888	HPC	Court granted summary judgment in favor of City; Defendant filed a Motion for New Trial or to Alter or Amend Judgment; Motion denied; Defendant filed a Motion to Stay Execution of Judgment; City filed a response. The Stay was granted. Petitioner filed Writ of Certiorari to the Court of Appeals; City filed a Response.
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Memoranda filed; oral argument 10/5/15; decision pending
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery ongoing
City v. Groblewski A.A. District Court Case No. CV-15-003794	AFD	Trial postponed; trial date rescheduled to 2/11/16.
Sheahan PJR (3 Revell Street) A.A. Circuit Court Case No. CV-2015-001576 (L56-15)	HPC	Circuit Court affirmed HPC's decision, but Petitioners appealed to Court of Special Appeals; briefs and oral arguments pending
Cecelia Brown v. COA A.A. District Court Case No. CV-15-004927 (L59-15)	PW	Complaint and Answer filed; trial date 1/14/16
De De Enterprises, Inc. t/a Free State Printing v. COA A.A. District Court Case No. CV-15-006469 (L75-15)	Finance	Complaint and Answer filed; Third-Party Complaint filed; trial date 1/7/16; Complaint and Third-Party Complaint dismissed w/o prejudice; will probably be re-filed.
City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; answers filed; trial postponed; new trial date pending

Cully v. COA A.A. District Court Case No. CV-15-009102 (L80-15)	PW	Complaint and answer filed; trial 2/4/16
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (+77)	DNEP	Complaint filed; 78 municipal citations total; trial date pending
Carroll v. Pristoop, et al. A.A. District Court Case No. CV-15-009826	APD	Complaint and answer filed; discovery ongoing; trial date 1/5/16; postponed to 3/3/16
Armstead v. COA, et al. A.A. Circuit Court Case No. C-02-CV-2534	APD	Complaint filed; Motion(s) to Dismiss filed; oral argument scheduled for 1/7/16
Spearman – PJR A.A. Circuit Court Case No. C-02-CV-15-002386	APD	Petition for Judicial Review of a decision of an APD trial board sustaining charges against the officer; Notice of Intention to Participate filed; briefs/oral argument pending
White and Bouie v. COA U.S. District Court of Maryland Case No. 1:14-CV-00424	APD	Appeal to 4 th Circuit Court of Appeals of the decision of U.S. District Court granting summary judgment in favor of the COA; Briefs filed
Spearman Appeal	APD	Appeal to 4 th Circuit Court of Appeals of the decision of U.S. District Court granting summary judgment in favor of the COA; Briefs filed
Annapolis Neck Peninsula Federation – PJR A.A. Circuit Court Case No. C-02-CV-15-001510	P&Z	Petition for Judicial Review of a decision of the Building Board of Appeals affirming DNEP’s approval of Forest Conservation Plan for Parkside Preserve; briefs and oral arguments pending
Jones v. COA A.A. Circuit Court Case No. C-02-CV-15-002931	DOT	Complaint and answer filed; discovery ongoing
Stansbury v. COA U.S. District Court of Maryland Case No. 1:15-CV-00497	PW	Complaint and answer filed; discovery ongoing
Ross v. COA, et al. A.A. Circuit Court Case No. C-02-CV-15-000827	PW	Appeal to the Court of Special Appeals of a decision granting the City’s Motion to Dismiss; briefs and oral argument pending
Crosier/State Farm v. COA A.A. District Court Case No. D-07-CV-15-012687	PW	Complaint filed
Hollander – PJR	P&Z	Complaint filed; Memorandum of Law pending

A.A. Circuit Court Case No. C-02-CV-15-004109		
Hodges v. COA U.D. District Court of Maryland Case No. 1:15-CV-	APD	Complaint filed
MCCR / EEOC Cases:		
Thomas v. COA	APD	Claim filed; answer filed; fact-finding conference 1/28/16
Martinez v. COA	APD	Claim filed; answer filed; fact-finding conference 12/16/15
Administrative Hearings:		
(none currently)		
Workers' Compensation Appeals to Circuit Court:		
Imhof v. City		Trial date set for 6/11/15, however, Judge Manck granted Claimant's motion to remand. Waiting on Order and will discuss further action upon receipt of same; DA will follow up with CA regarding same.
Disability Retirement Review Board Appeals:		
Thomas v. City	AFD	Hearing occurred 11/24/15, continued to 1/12/16
Union Grievances:		
(none currently)		

Adopted Legislation

Adopted on 12/7/15

- **O-40-15 Waterfront Maritime Conservation District** - For the purpose of amending Retail Use, the Standards for Uses Subject to Standards and Parking Requirements in the WMC Zoning District..
- **O-48-15 Agreement of Purchase and Sale** - For the purpose of approving the purchase and sale of property located at 9 St. Mary's Street, Annapolis, Maryland 21401; and matters generally relating to said sale.
- **O-51-15 Issuance of Water and Sewer Revenue Bonds** - For the purpose of authorizing and empowering the City of Annapolis (the "City") to issue and sell two or more series of its water and sewer revenue bonds in the aggregate principal amount not to exceed Forty-Four Million Five Hundred Thousand Dollars (\$44,500,000) (the "Bonds"), pursuant to Article VII, Section 12 of the Charter of the City of Annapolis, as amended; providing that the Bonds shall be limited obligations of the City payable solely from revenues of the City's water system and sewer system and shall not be general obligations of the City; providing that the Bonds shall be issued and sold for the public purposes of (a) financing costs of certain water and sewer capital projects of the City as provided in this Ordinance, (b) refinancing portions of certain outstanding general obligation bonds of the City which were issued to finance or refinance existing water and sewer facilities of the City, as provided in this Ordinance, (c) providing working capital for the City's water and sewer systems, (d) funding a debt service reserve fund or other reserve fund for the Bonds, (e) paying the costs of any bond insurance or other credit enhancement, and (f) paying costs of issuance of the Bonds and other related costs; providing that for the general obligation bonds of the City which were issued to finance costs of water and sewer projects which will not be refinanced with proceeds of the Bonds shall be secured by the revenues of the City's water system and sewer system, but that the lien on such revenues securing such remaining-outstanding general obligation bonds (which are secured by the full faith and credit of the City) shall be subordinate to the lien securing the Bonds and other revenue bonds issued in the future on parity with the Bonds; generally describing the public purposes to be served and the financing transaction to be accomplished; specifying and determining various matters in connection therewith; authorizing the Mayor of the City by executive order to specify, prescribe, determine, provide for or approve certain matters, details, forms, documents or procedures appropriate to the authorization, sale, security, issuance, delivery, or payment of or for the Bonds; and generally providing for and determining various matters relating to the issuance, sale and delivery of the Bonds.

Alcoholic Beverage Control Board

PUBLIC HEARING

- **Soul - Upgrade**

Application for an upgrade of license from a Class B-2 Restaurant, Beer, Wine and Liquor only with meals, six a.m. to twelve midnight seven days per week (special Sunday license) to a Class B-4 Restaurant, Beer, Wine and Liquor on sale, six a.m. to twelve midnight seven days per week (special Sunday license) by David K. Pow and Misti Lea Dragano for the premises known as, BLUE BISTRO LLC T/A SOUL, 509 S. Cherry Grove Avenue Annapolis, MD 21401.

DISCIPLINARY HEARINGS

- **MILLS WINE & SPIRITS**

Infraction Citation No. 1945, Sales to underaged persons

- **MAIN STREET MINI MART**

Infraction Citation No. 1995, Sales to underaged persons

- **RUBY TUESDAYS**

Infraction Citation No. 1946, Sales to underaged persons

- **CRUSH KITCHEN**

Infraction Citation No. 1947, Sales to underaged persons

- **SAKURA**

Infraction Citation No. 1996, Sales to underaged persons

- **MARYLAND INN**

Infraction Citation No. 1948, Sales to underaged persons

- **JOSS CAFE**

Infraction Citation No. 1997, Sales to underaged persons

- **RUTH CHRIS**

Infraction Citation No. 1949, Sales to underaged persons

- **MIDDLETON'S**

Infraction Citation No. 1998, Sales to underaged persons

- **MAIN INGREDIENT**

Infraction Citation No. 1987, Sales to underaged persons

- **O'BRIAN'S**

Infraction Citation No. 1888, Sales to underaged persons

BUSINESS AND MISCELLANEOUS

- **MILITARY BOWL FOOTBALL GAME** – Special Event, December 28, 2015

Request for a Special Class C, One Day Liquor License for beer sales at the Military Bowl Game at Navy-Marine Corps Memorial Stadium Monday December 28 from 1:00 p.m. to 6:00 p.m..

- **MILITARY BOWL TAILGATE PARTY** – Special Event, December 28, 2015

Request for a Special Class C, One Day Liquor License for beer sales at the Tailgate Party at the Military Bowl Game at Navy-Marine Corps Memorial Stadium Monday December 28 from 11:00 a.m. to 2:30 p.m..

- **BLACKWALL HITCH** – Special Event, Saturday, December 19, 2015

Request for a Temporary Extension of Premises of Blackwall Hitch (trading as Rockfish Acquisitions) on Saturday, December 19, 2015 from 11am to 6pm for the Santa Speedo Fun Run and Toy Drive.

- **LUPITA'S** - Substitution of officer

Brenda Escobar to replace Wilfredis Quintanilla

- **FACTORS ROW** - Substitution of officer

John Caggiano to replace Keith Brown

- **FACTORS ROW** – Change of Name

From “Factors Row Restaurant & Bar” to “Harvest Wood Grill & Tap”

- **EGYPTIAN TEA** – Special Event, December 12, 2015

Request for a Special Class C, One Day Liquor License for beer, wine and liquor for fashion show and social at the Stanton Center by Tuwa Court No. 210 Saturday, December 12 from 3:00 p.m. to 7:00 p.m..

- **SPECIAL CLASS C, ONE DAY LIQUOR LICENSES ISSUED IN DECEMBER = 15**

City Clerk

- 3 - Fully Executed Legislation
- 24 – Fully Executed Contracts/Agreements
- 2 - Request for information via Citizen's completed
- 4- Requests for information Alderpersons/ Administration
- 2- City Departments information requests
- 17- Special Event Application Reviewed
- 1- Registration Certificate for Exempt Peddlers Applications
- 3- Attests to Subpoena to Personally Appear and Produce Documents, Information of
- 2- Notification Acting Mayor
- 2- Draft City Council Meeting Minutes of 12/7/15
- 1- Draft Board of Supervisors of Elections Meeting Minutes
- 1- Agenda Posting – City Council Meetings
- 1- Agenda Posting – Board of Supervisors of Elections 11/26/15
- 2- Agenda Posting – City Council Work Session 11/26/15
- 7- Regular Standing Committee meetings
- 4- Additional meetings

Board of Supervisors of Election

- Updating of in Office Election Working Deadline Calendar – Underway
- Election Pamphlet – Recommended by Mayor Pantelides' Transition Team on Boards and Commissions.
- Election Administrator: Creation of Position Checklist – underway

Public Safety Update

Fire Department

Monthly News/New Projects

The Department responded to 820 calls for service this month and a total of 9,847 calls for 2015 with the following breakdown:

- EMS - 627 or 74%
- Fire – 117 or 16%
- Service – 55 or 7%
- Rescue –11 or 2%
- Hazmat –10 or 1%

Notable Incidents –December highlights:

12/5/15 - Dwelling Fire 21 Gentry Court
12/11/15 - Explosive Services Unit - Suspicious Package Severn Avenue
12/12/15 - EOD Support USNA (Army/Navy Game)
12/12/15 - Building Fire - Annapolis Yacht Club (3 Alarms)
12/15/15 - Explosive Services Unit assist Capital Police - St. John's Street
12/18/15 - Dwelling Fire - 52 East Lake Drive
12/18/15 - Explosive Services Unit assist AA County with recovered grenade
12/20/15 - HazMat Investigation - 27 Lafayette Avenue
12/21/15 - Malicious False Alarm with arrest (Fire Investigation Unit)
12/21/15 - HazMat Investigation - 110 Carroll Street
12/21/15 - Dwelling Fire - 605 Melvin Avenue
12/23/15 - HazMat Investigation - 80 West Street
12/25/15 - Dwelling Fire - 115 Archwood Avenue
12/28/15 - Fire/HazMat/EOD support Operations - Military Bowl
12/29/15 - Explosive Services Unit assist AA County with recovered ordinance
12/30/15 - Explosive Services Unit - Suspicious Package - K-Mart
12/31/15 - Explosive Services Support - 1 Dock Street

- Completed 96 new fire safety building inspections and 25 re-inspections (includes inspections conducted by station personnel).
- Our personnel installed 17 smoke/CO alarms and conducted 8 public education events.
- Training hours completed – 1255
- ISO rating – Class 2
- The Fire & Explosive Services Unit responded to 12 Explosive Services Requests and 9 K-9 requests and completed 3 fire safety inspections. In addition they conducted 5 assist police responses and conducted five (5) fire investigations.
- AAMC has agreed to upgrade the modems for our cardiac monitors to 4G. This saved the Department several thousand dollars.
- Crews from all Stations participated in familiarization of the Parole Towne Center.
- The Department has responded numerous times to the Point Condos (1910 West Street) for the fire alarm sounding. There are several issues with the system and it seems someone is tampering with the system.
- The crew at the Forest Drive Fire Station assisted with an event at the Copeland Boys & Girls Club.
- Our part-time PIO staff was very busy handling media requests from the AYC fire.
- The Fire Marshal's Office and OEM conducted Fire safety tours of downtown businesses. This year will include stores in the Eastport area. The dates are downtown 12/4 and Eastport 12/7.
- Chief Stokes and staff worked on FY17 Budget.
- Chief Stokes attended Department Head meeting at City Hall on 12/11/15.
- Chief Stokes attended IBB Meeting.
- The Annual Annapolis Santa Run provided toys for over 500 families in the City & County.
- Chief Stokes attended two meetings of the Capital Working Committee.
- The Department responded to a highly publicized three (3) Alarm Fire at Annapolis Yacht Club on 12/12 - Fire caused by electrical malfunction in Christmas tree.
- The Department is preparing for upcoming annual promotional testing.
- On 12/21/15 Mayor Pantelides, County Executive Schuh and Speaker Busch presented citations to the crew that responded to the AYC fire. This included crews from the USNA.
- The Department staff attended meetings regarding the Military Bowl.
- Captain Grimes (EMS) participated in Active Shooter Table Top exercise at AAMC.
- Effective 12/17 all employee performance reviews for 2015 have been completed.
- This month's Fire Prevention Message banner is "Give Space Heaters – 3 feet of space".
- We appear to have worked out an agreement with the Eastport Volunteers to use State Assistance to Volunteers Fund to purchase a new paramedic unit. This will save the City \$225,000. If all goes well, the Unit should be ordered in January 2016.
- The Department provided several support services for the Military Bowl Football Game.
- The Department held its annual Christmas Party at the Eastport Fire Station.
- The Department provided an update for our Calendar Year 2015 Goals.
- The Department developed our annual goals for Calendar Year 2016.
- Personnel are conducting OSHA required Trench Rescue Training.

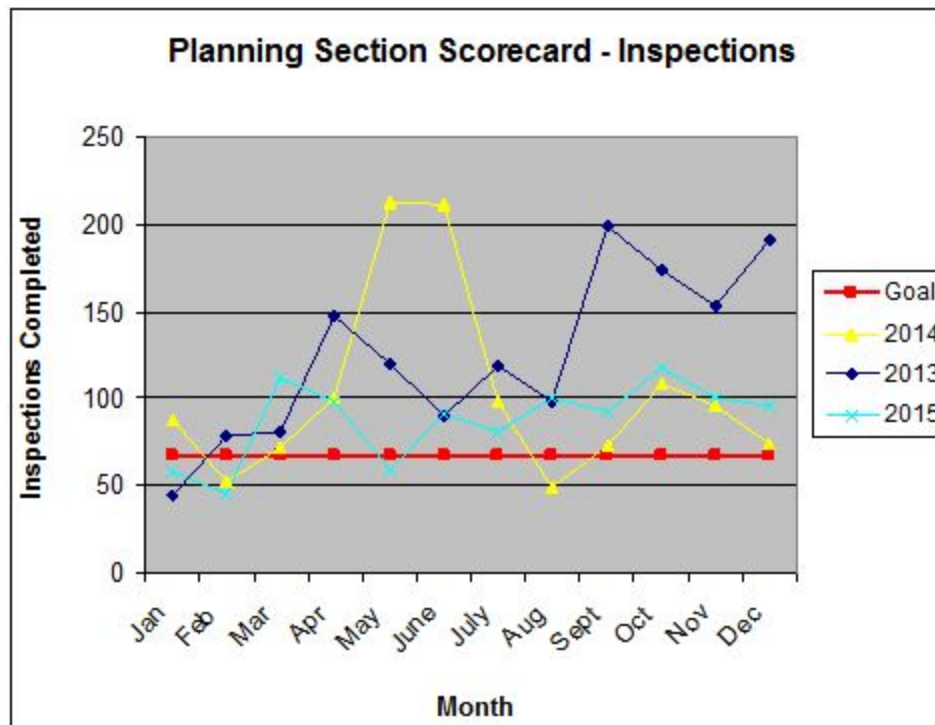
Financial Activity Report

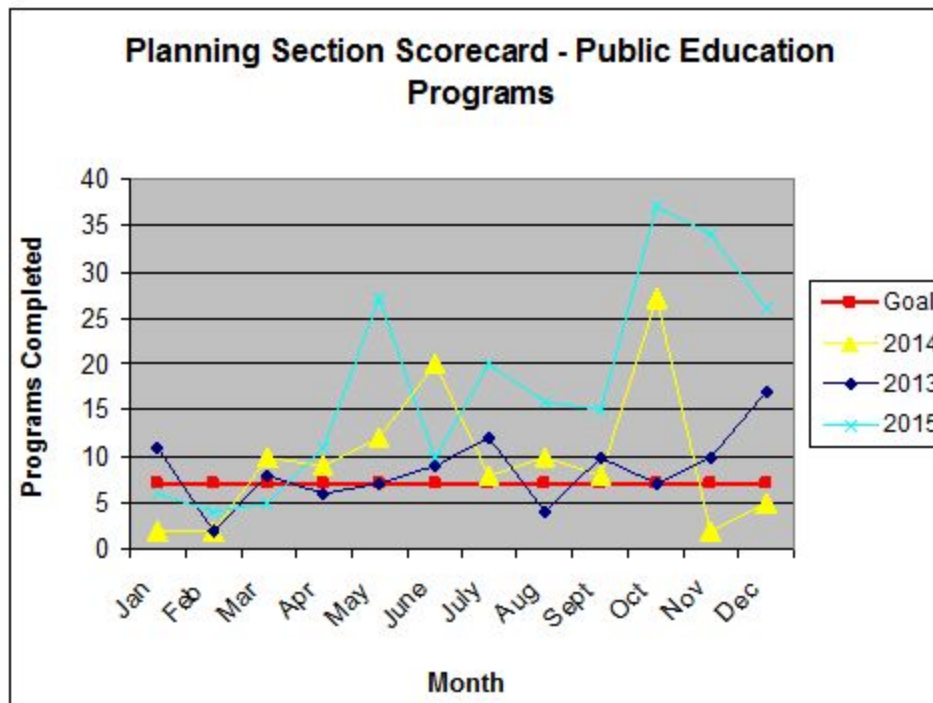
- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00)
- For the month of December the Department used 305 hours of overtime at a cost of \$16,304 this represents a usage of 3.8% of our total annual budget available for overtime. Our YTD overtime expenditures are \$196,590.75 or 45.72% of our annual OT budget.

- We currently have three (3) personnel on long term disability and two (2) vacancies.
- Received \$14,500 grant from MIEMSS to assist with the purchase of a cardiac monitor.
- The Department will resubmit for the Federal Assistance to Firefighters Grant for fire department radios.

Major Planned Actions

- Continue with Smoke Detector outreach program
- Prepare for New Years Eve Events
- Post Incident Analysis (PIA) of Annapolis Yacht Club Fire – Retired AACOFD Deputy Chief John Scholz will present the PIA.
- Chain Saw & other gasoline power tools safety training.





Monthly Safety Message

GIVE SPACE HEATERS




www.annapolis.gov

3 FEET of SPACE

Emergency Management

Incidents and Events

December 12, 2015 - Annapolis Yacht Club Fire

Around 2:30PM, a three alarm fire erupted at the Annapolis Yacht Club located at 2 Compromise Street. OEM staff reported to the scene and activated the EOC at a Level 3 shortly after the fire began. There were 90 firefighters on the scene, as well as 34 pieces of fire equipment. OEM sent a CodeRED

call to the Annapolis community advising citizens to avoid the area and announcing the cancellation of the evening Parade of Lights being held by the Eastport Yacht Club. In addition to assisting the Annapolis Fire Department in with PIO duties, OEM also maintained social media feeds along with the Mayor's office and APD, assisted ADOT in organizing a shuttle to get residents back to Eastport and coordinated placement of Variable Message Signs to reroute traffic.

December 14, 2015 - Baltimore City Trial of Officer William Porter

- OEM staff participated in daily conference calls during the trial of Officer William Porter to receive updates on the status of resources and preparations in Baltimore. As a representative of the Incident Management Team (IMT), OEM staffer Lauren Miller was deployed to Baltimore City to assist the IMT with check-in of resources and data entry. Lauren was in Baltimore for three days, December 14th, 15th and 17th.

December 28, 2015 - Military Bowl

- OEM staff met with various Department Heads, City Council representatives, and representatives from the Mayor's Office two weeks prior to the parade and football game. OEM created an Incident Action Plan for both the parade and game, and held an Operational Briefing on Wednesday, December 23. OEM also convened a meeting to discuss the stadium evacuation plan on December 16. The EOC was activated at a Level 3 beginning at 7:00AM and remained open until 7:30PM. Additional OEM staff visited the Stadium Operations Center during the game to receive situational awareness.

Planning

- OEM convened a meeting of first responder agencies and Navy Stadium personnel on December 16th to discuss Stadium evacuation procedures in advance of the Military Bowl.
- OEM staff assembled a Public Safety Incident Action Plan for the Military Bowl, and held an Operational Briefing on December 23rd to review this plan with agencies and partners involved in the Military Bowl. OEM activated the Emergency Operations Center for the Military Bowl and coordinated with Stadium staff at the Stadium Operations Center during the game.
- OEM supported the efforts of Baltimore City during the trial of Officer William Porter. OEM staff participated in daily conference calls during the trial to receive updates on the status of resources and preparations in Baltimore. One OEM staffer was detailed to Baltimore for three days as part of the Baltimore Regional Incident Management Team (IMT).
- OEM Staff updated the Emergency Operations plan by holding Annex Revision Meetings for Communications, Public Information, and Resource Management. Departmental representatives from Anne Arundel County, City of Annapolis, and other local partners gathered to discuss and update written operational procedures for large scale emergencies and disasters.
- OEM staff participated in a conference call on December 17th related to Highly Pathogenic Avian Influenza coordinated by the Maryland Department of Agriculture and the Maryland Emergency Management Agency.
- OEM staff met with the Visit Annapolis and Anne Arundel County Visitor's Bureau on December 22nd to discuss the finalization of their Emergency Action Plan. Completion is expected in early February.

- OEM has submitted a request for reconsideration to the Federal Emergency Management Agency in conjunction with the Maryland Emergency Management Agency related to the denial of the Flood Mitigation Project grant application under the Pre-Disaster Mitigation program.
- OEM staff attended meetings of the Anne Arundel County Local Emergency Planning Committee and the Anne Arundel County Health & Medical Committee on December 17th.
- OEM staff attended the Quarterly Local Emergency Managers meeting in Howard County on December 18th. Maryland Emergency Management Agency (MEMA) gave a few presentations on the status of projects happening at the state level that included the After Action from the April Baltimore Riots, the Avian Influenza, Individual and Public Assistance and Maryland Emergency Management Assistance Team (MEMAT) concept.
- On December 8th, OEM Staff attended the Baltimore UASI Emergency Management meeting to discuss updates on local plans and tasks to be accomplished on the Regional Evacuation Plan.
- OEM staff attended the Baltimore UASI Recovery Committee on December 8th to take part in the Regional Recovery Plan Working Group.
- OEM has begun reviewing the Annapolis Point of Distribution Plan to incorporate an update and new information based on last fall's Drive Through Flu Clinic at Navy Stadium.
- On December 1st, OEM staff met with a local sign company to begin designing an Annapolis OEM sign to be placed outside of the office.

Training/Exercise

- OEM is continuing to draft the After Action Report on the Drive Through Flu Clinic. It is expected to be released in January.
- OEM attended a meeting at St. John's College with AFD, APD, Capitol Police and St. John's college to discuss the details of a Full Scale Exercise that will occur in the Spring of 2016.

Outreach

- On December 4th and 7th, OEM staff partnered with the City of Annapolis Fire Marshal's Office (FMO) and walked around to local businesses in the City of Annapolis for the 2nd Annual Holiday Walking Tour. Throughout the walking tour, OEM and FMO staff provided approximately 400 businesses to include those on West St., Main St., Maryland Ave., Eastport, and City Dock with holiday safety information, winter weather preparedness information and how to stay informed throughout the winter season that is upon us.
- Downloads of the emergency management free mobile app "Prepare Me Annapolis" reached 1,860 as of November 8th.
- OEM has increased its Twitter followers to 935.
- OEM has increased its Facebook 'likes' to 1,253.

Grants Management

- OEM continues to encumber funds in the FY 2014 & FY 2015 Urban Area Security Initiative (UASI) and State Homeland Security Grant Programs.

December	
SHSG FY 2014 Alternate EOC	\$6,640.98
SHSGT FY 2014 LE	\$9,663.50
SHSG FY 2014 OEM Outreach	\$1,227.10
TOTAL SHSG FY 2014	\$17,531.58
UASI FY 2015 LETPA	\$10,349.10
UASI FY 2015 Bomb Squad	\$59,732.63
TOTAL UASI FY 2015	\$70,081.73
TOTAL December Grant Expenditures	\$87,613.31

Police Department

1. Personnel

	Sworn	Full Civilian	Contractual Full	Contractual Part	Temporary	Exempt	Total
Current	104	23	8	3	11	5	154
Vacant	5	3	1	1	1	0	11
Total Allocated	109	26	9	4	12	5	165

	B/M	B/F	W/F	W/M	H/M	H/F	AI/M *	Asian/M	Total
Sworn Personnel	25	2	9	66	4	1	1	3	111
	22.52%	1.80%	8.11%	59.46%	3.60%	0.90%	0.90%	2.70%	100.00%
Part-Time Personnel	5	4	3	2	0	0	0	0	14
	35.71%	28.57%	21.43%	14.29%	0.00%	0.00%	0.00%	0.00%	100.00%
Full-Time Personnel	1	6	13	9	1	1	0	0	31
	3.23%	19.35%	41.94%	29.03%	3.23%	3.23%	0.00%	0.00%	100.00%
									56

- Twelve sworn members were sidelined due to medical or administrative issues during the month.
- One recruit resigned.

2. Community Relations

JOINS:

Officer Smikle reviewed five reports involving six juveniles during this period. Of these cases zero met the JOINS criteria. There are currently zero youth in the program and none completed the program in December. She conducted four home visits and six school visits.

Hispanic Liaison:

Mr. Hudson has been assisting CID with multiple investigations. He has also been working with the Middle Schools and High School about an increase in possible gang related activity.

ALERT Grant:

Mrs. Hartlove filled in for the front desk receptionist two days. She assisted with the Math Mall event at the Stanton Center. On four days throughout the month she checked several shopping center parking lots for unlocked vehicles.

Explorers POST 199:

The Annapolis Police Explorers had 3 meetings this month. We are going over one subject a month from now until National Conference. This month we extended Bomb Threat Response training. This is one of the tougher scenarios because it combines several different areas into one. They did a lot better this month.

Community Services Section attended the following meetings/events:

- CSAFE/ HEAT Team (1)
- Explorers Meeting/ Training/ Events (3)
- UASI PIO Meeting
- Most Wanted Tapings (1)
- Walked foot patrol in shopping areas
- Coco with the PoPo (3)
- Shop with a Cop (Optimist Club)
- Chocolate Binge Festival
- Neighborhood Safety Council
- Ambridge Community Meeting
- Santa Run
- Homeless Point in Time Count Meeting
- Ranaldo Brown Christmas Party (Annapolis Gardens)
- Kindertime Toy Run (WMAR)
- PCO II Promotion Board
- Meeting with the Human Relations Council and pre-planning meeting
- Stanton Center Math Mall

Upcoming Events:

- Explorers
- UASI PIO Meeting
- Most Wanted
- HEAT Meeting
- Homeless Point in Time Count planning meeting and Point in Time Count
- Navy Basketball Outing
- Auxiliary Recruitment Open House
- Annapolis Overlook Meeting
- Lateral Interviews
- Hunt Meadow Community Meeting
- Homeless Coalition Meeting
- Germantown Homewood Community Meeting

3. Special Events

DECEMBER MEETINGS AND EVENTS 2015				
Date	Event / Meeting	Location	# Officers	Costs
12-02	Military Bowl Meeting	City Hall	Gibbs	
12-06	Chocolate Fest	1 st Blk West		
12-07/10	New Guinea Conference	Loew's& Westin	14 Officers	\$6,916.29

12-09	Military Bowl Meeting	City Hall	Gibbs	
12-10	Menorah Lighting	City Dock		
12-10	Alpaca's On Main St	Main st		
12-10	Midnight Madness	Downtown		
12-12	Parade of Lights	Downtown	Cancelled	
12-14	Military Bowl Meeting	NAAA Stadium	Gibbs	
12-15	ATB 5K Meeting	Bay Bridge	Gibbs	
12-15	Military Bowl Meeting	APD	Gibbs	
12-16	Military Bowl Meeting	NAAA Stadium	Gibbs	
12-17	11 th Hour	Historic District		
12-19	Irish Fest	1 st Blk West st		
12-19	Speedo Walk	Downtown		
12-21	House of Hope rally	Lawyers Mall		
12-23	Military Bowl Meeting	EOC	Gibbs-Williams	
12-28	Military Bowl & Parade	NAAA Stadium	33 Officers	\$16,567.43
12-31	New Years Eve	City Wide	9 Officers	\$3,927.17
Total				\$27,410.89

4. Notable Events

12/4/15 1450 Tyler Ave #15-5580
FLEX officer initiated foot patrols in Robinwood after information received about guns stashed in community. With assistance of K9 unit, 2 long guns were located hidden in drainage pipe and recovered.

15-5633 - Fedeli - Flex officers entered the area of Brooke Ct. looking for a subject who was possibly armed with a handgun. While on foot in the area of 800 Brooke Ct. Ofc. Fedeli located a bag containing 17 baggies of brown powder substance having a weight of 11.8 grams of heroin.

Shooting - 12/17/15 15-5771 Calvert @ Northwest St.
The victim claims he was walking at Calvert & Northwest when a Blue Honda stopped. One of the suspects produced a handgun. The victim ran but was shot in the arm. We do not believe the shooting occurred at the location listed.

Shooting - 12/25/15 15-5870 President & Monroe St.

► **Dr. Dan Sandel Surgical Center (104 Ridgely Avenue, Suite 301 #BLD15-0080)**-Permit issued 7/20/15 for interior alterations. Progress inspection 12/11/15. Job should begin early 2016.

► **Eastport Elementary School (420 Fifth Street #GRD15-0015)** Grading permit issued 9/3/15 for addition. Progress inspection 12/21/15 passed.

► **Eastport Elementary School (420 Fifth Street #BLD15-0196)** Permit issued 9/3/15 for Kindergarten addition. Progress inspection of 12/10/15 passed.

► **Georgetown East Elementary School (111 Dogwood Road #GRD15-0031)** – Grading permit issued 9/11/15 for addition. Progress inspection of 12/29/15 passed.

► **Georgetown East Elementary School (111 Dogwood Road #BLD14-0783)** Permit issued 9/11/15 for Kindergarten addition. Progress inspection of 12/10/15 passed.

► **Georgetown East Elementary School (111 Dogwood Road #BLD15-0602)** – Permit issued 12/02/15 for renovations to Administrative Offices.

► **Governor Calvert House (58 State Circle-#BLD15-0155 & BLD15-0156)** Permit issued 6/4/15 for interior renovations to rooms and public spaces. Guest rooms close to final. (#BLD15-0156).

► **Lighthouse Bistro (202 West St, #BLD15-0215)** Permit issued 11/18/15 for alterations to former lighthouse shelter for new bistro. No inspections to date.

► **Maynard Burgess House (163 Duke of Gloucester St #BLD13-0538)** Permit issued for exterior repairs 11/12/14. No recent activity.

► **New Brown Salon & Spa (15 West Street #DEM15-0026)** Permit issued 8/25/15 for interior demolition only Permit finalized 12/17/2015.

► **Osteria (177 Main Street #BLD12-0932)** Permit issued 4/10/13 to add seating in basement. Has major plumbing issues. DNEP forwarded letter to Owner to either schedule final or renew expired permit. New architect working on revised plans. A new grease interceptor is being planned as part of a future bar renovation. No inspections requested since January 2015.

► **The Read Bean (220-222 Main St - #BLD15-0585)** – Permit issued 11/17/15 for interior alterations for new coffee and ice cream shop. No inspections to date.

► **Rocky Gorge (Aris T. Allen Blvd #GRD14-0006)** Grading permit issued for new development. Progress inspection 12/31/15 failed. Site needs to be stabilized.

► **Rocky Gorge (Aris T. Allen Blvd #BLD14-0252)** Permit issued 6/25/14 for 1st single family dwelling in Rocky Gorge development. No recent activity.

► **Soul Restaurant (509 S. Cherry Grove #BLD15-0556)** Permit issued 10/13/15 for interior alterations for new restaurant. Permit finalized 12/11/15.

► **Spa Gate Development (701-711 Shelton Avenue BLD12-0507)** New Townhomes – Permits have been finalized for the townhomes.

► **Taco Bell (1803 West St-#BLD15-0531)** Permit issued 10/8/15 for new fast food restaurant. Ceiling close-in inspection of 12/22/15 passed.

► **The Children's Guild (2000 Capital Drive - #DEM15-0042)** Permit issued 12/30/15 for interior demolition for new tenant.

► **Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al)** Job progressing. Some permits finalized. Some townhouses are under construction. Some permits under review. Job is progressing.

► **West Annapolis Elementary School (210 Annapolis Street #BLD14-0293)** Permit issued 12/12/14 for addition and alterations. Progress inspection of 12/14/2015 passed. Job is progressing.

► **West Annapolis Elementary School (210 Annapolis Street #GRD14-0016)** Permit issued 12/12/14 for grading for addition. Progress inspection 12/29/15.

► **York Flowers (420 Chinquapin Round Rd, #1C - #BLD15-0599)** Permit issued 11/18/15 for tenant fit out. Partial framing inspection 12/16/2015.

► **1401 Forest Drive – New Car Wash (#BLD15-0552)** Permit issued 12/10/15. Footing inspections scheduled for 01/07/16.

► **1801 West Street, #104 (#BLD15-0608)** Permit issued 11/10/15 for alterations for new auto repair shop. No inspections to date.

► **1833 West Street (#GRD15-0011 – New Criswell Audi Building)** Permit issued 10/2/15 for grading for new commercial building. Job is continuing to progress.

► **1833 West Street (#BLD15-0204 – New Criswell Audi Building)** Permit issued 10/2/15 for new commercial building. Footing inspection of 01/04/15 passed.

► **505 Oaklawn Avenue (#GRD13-0019)** Permit issued for 3/13/14 for grading associated with subdivision. Progress inspection passed 12/21/15. There has been trench digging for BGE.

► **Various locations throughout the City (#BLD15-0632)** Permit issued 10/9/15 to install 11 bus shelters

Planning Activity

Comprehensive Planning

- Dec. 2: Continued to develop course ideas for PALS
- Dec. 8: Met with EBA regarding Meeting with Wayfinding fabricators
- Dec 8: Open House for Eastport Traffic Study, held at the Eastport Fire Station

- Dec. 8: Took O-41-15, updated zoning maps to Rules Committee
- Dec 9: Attended working group for FY17 Capital Improvement Project
- Dec 14: Attended meeting on updating the Critical Area Maps to the digital age
- Dec 22: Attended monthly BRTB meeting in Baltimore
- Developed list of stakeholders for the Upper West Street Sector Study

Current Planning

1. Monthly News/New Projects

- Administrative Adjustment (ADJ2015-031) for Gerald Benoit, for reduced side yard setbacks to construct a new rear addition, located at 62 Southgate Ave.,
- Site Design Plan Review (SDP2015-066) for Charles Lewnes, for removal of dead and hazardous trees within the Critical Area, located at 1112½ Mitchell St.,
- Administrative Adjustment (ADJ2015-030) for 40 West, LLC, for administrative adjustment to off-street parking per 21.44.030.D.2.b, located at 40 West St.,
- Administrative Interpretation (ADM2015-005) for Edgar Warner, for buildable lot determination that Lots 5 & 10, Block 2, as shown on the original 1941 Colony Hills Subdivision are existing lots of record, located at 1204 McKinley St.,
- Variance (VAR2015-008) for 14 Severn Ave., LLC, for a reduction to the 30 ft. minimum lot width to deemed conforming two-family dwellings in the WME district to allow a lot line reconfiguration equalizing the common boundary line between two existing lots, located at 14 & 16 Severn Ave.,
- Site Design Plan Review (SDP2015-067) for Michael Sim, to demolish the existing single-family dwelling and detached garage for construction of a new single-family dwelling and new detached garage,

2. Major Planned Actions

- Planning Commission, January 20, 2016
New Business:
 1. PD2015-001 Final Record Plat Approval for Annapolis Townes at Neal Farm, to establish 50 lots for single-family attached (townhouse) dwellings, on 7.65 acres, located off of Dorsey Drive
- Board of Appeals, January 5, 2016
Public Hearings and Deliberations:
 1. VAR2015-008 – Variance application by 14 Severn Ave, LLC, property owner, in accordance with Chapter 20.32, for a requested reduction to the 30' minimum lot width requirement, that is stipulated in the Bulk Regulations Table for deemed conforming two-family dwellings located in the WME district, in order allow a proposed lot line reconfiguration that would straighten and equalize (each 22.375' wide) the common boundary line between the two existing lots, for the purpose of facilitating the demolition of the existing two-family dwelling and construction of a new two-family dwelling in its place on properties located at 14 & 16 Severn Avenue.

Community Development

1. Community Development Block Grant

Staff received 15 CDBG requests totaling \$382,000, one and one half the amount (\$248,650) expected in the FY 2017 HUD entitlement allocation for the city. Of the 14 applications received, eight are public service projects and seven are capital projects. Staff completed the HUD required threshold review and completeness review, and determined all but one project are eligible to proceed. Staff performed routine grant administrative duties such as processing requests for payment, overseeing housing rehabilitation program, entering information into IDIS, etc.

Continued updating and creating Certificates of Satisfaction for those housing rehabilitation program participants who have continued to live in their homes for 15 years. The term of the lien placed on the property for the home improvement mortgage expires after 15 years.

2. Homeless

The Maryland Department of Housing and Community Development (DHCD) awarded the city \$112,000 in Emergency Solutions Grant (ESG) funds for operations expenses for Light House Emergency Homeless Shelter. DHCD awards these funds annually by DHCD based on a statewide competition of ESG non-entitlement jurisdictions.

Attended the Homeless Partnership leadership meeting. Issues discussed included board development and how to address the Sarah's House problem concerning new military regulations which require stricter screening on military property. Sarah's House is at Fort Meade.

3. MPDU Program

Revised maps, web page, application etc, to add the Naval Academy and Naval Station to the City's MPDU program. Now people who work at the Naval Academy and Naval Station but are not city residents are eligible to apply to MPDU program.

Monitored MPDU rental program at the Point of Annapolis to ensure that the Point has the proper documentation for both eligibility and recertification. Also updated MPDU intake and recertification procedures. Each year, the participants must have their income reviewed to meet the income eligibility criterion for the program.

4. Miscellaneous

Homes for America was notified DHCD that its application for State funding and federal tax credits to rehabilitate Timothy House and Gardens in Annapolis was selected in recent State competitive funding round. Timothy House and Gardens is located on West Washington Street and consist of 60 one-bedroom apartments and 21 three-bedroom townhouses and is badly in need of rehabilitation. Construction costs to complete the extensive rehabilitation will be \$6.77 million. The State awarded \$2.6 million in State funding and over \$750,000 in federal housing tax credits. This property is one of four developments identified in the city's Clay Street Revitalization and Community Legacy plans as needing rehabilitation and/or redevelopment. This will be the third development to be improved. Obery Court and College Creek

Terrace which were redeveloped in three phases are near completion with the third phase currently under construction. The remaining development needing rehabilitation is the Morris Blum building owned by HACA.

Historic Preservation

1. Historic Preservation Commission

- 8 administrative applications were reviewed, approved, and issued by staff, total estimated cost of approved applications is \$440,763 of private investment.
- 1 public hearing approval issued, total estimated cost of approved application is \$2500 in private investment.

2. Hazard Mitigation Planning for Historic District

- Planning for Jan 28 - 30 Site Visit, media event, lectures, focus groups, booksigning, etc. by John Englander, President of International Sea Level Institute
- Conducted coordinating meeting for ULI technical assistance expert team to identify priorities for a February planning/design charrette for implementation scenarios for Weather It Together (Cultural Resource Hazard Mitigation Plan)
- Presentations scheduled for County Council Work Session, Southern Maryland MML and City Council Work Session on status of Weather It Together
- Waiting on final notification from FEMA/MEMA on planning grant award

3. Cultural Landscape Survey / Report

- City Council Work Session scheduled for January 21 to include presentation by NPS & City Staff on products developed through Cultural Landscape Survey process - database, maps, modeling of height/bulk tied to City Dock Master Plan & Hillman Garage
- Scope of work developed for Cultural Landscape Report. Reviewed by National Park Service. To be issued upon completion of NPS drafted Study.
- Continuing to partner with Historic Annapolis on "What's Your View" study focus groups - Height/Bulk, Open Space & Art, Economic Development. Final report from HA consultant to be available end of January.

4. HPC Education/Outreach

- Scheduling meeting with WORA to present changes proposed for Historic Preservation Ordinance
- Brought in PlaceEconomics - economics/real estate / preservation consulting firm to meet key stakeholders in Historic District regarding economic assessment of value of historic preservation/ heritage tourism to local economy

5. HPC Enforcement

- HPC Consulting architect determined that current repointing at Upton Scott House is not compliant with HPC administrative approval criteria - Citation likely to be issued.
- 2 Maryland Avenue - Case moving forward to Court of Special Appeals

6. City Property Activities

- Completing preliminary review of plans for 9 St. Mary's (Old Rec. Center). Going to HPC for pre-application review on Jan. 12, 2016.

7. Heritage Commission

- Development of Walk Annapolis: Parole scavenger hunt map underway, working with Ald. Pindell-Charles.

8. Main Street Program / Economic Development Division

- New Annapolis Partnership Director likely to be hired and in place by mid-January. Records will be turned over.
- Continuing to work closely with ED Manager on economic studies needed for historic district / hazard mitigation planning.

9. Financial and Activity Report

Account Name	Allocated	Expended	Current Balance
Annapolis in Bloom	\$20,000.00	\$20,000.00	\$0.00
Arts & Entertainment Dist.	\$15,000.00	\$0.00	\$15,000.00
Heritage Commission	\$5,000.00	\$100.00	\$4,900.00
Downtown Annap. Prtnrshp.	\$50,000.00	\$11,235.20	\$38,764.80
Annapolis Lndmrk. 50 th Anniv.	\$35,000.00	\$8,425.12	\$26,574.88
HPC Consultants	\$15,000.00	\$0.00	\$15,000.00
Cultural Landscape Survey	\$100,000.00	\$64,493.00	\$35,507.00
DNR Grant	\$46,388.00	\$34,526.12	\$11,861.88

Economic Development

1. Business-support guidance and outreach efforts to retain and attract businesses

- Participated in 16 meetings with businesses, including several startups, several with retention/expansion issues and several with development-shepherding concerns (including re: MAIF Building, AYC, 222 Severn)

- Participated in 19 meetings with city departments and business support organizations to:
 - Enhance the City's participation in A&E District goals
 - Prepare to conduct several studies: Maritime, economic/land use inventory study, and a cultural assessment
 - Ensure that the City's ED goals align with other business-organization leader's goals
 - Plan events to increase City's technology-business base
 - Ensure business awareness of the Military Bowl
 - Improve collaboration with SCORE and SBDC
 - Mitigate business issues during BGE and Mission BBQ constructions

2. Other economic development activities

- Reviewed itinerant merchants, as well as HPC's proposed legislative changes
- Began meetings to better understand where the City's permit process could be improved and identify actions for implementing a smoother, faster, more consistent process
- Conducted research to prepare for developing the scope of the Maritime Study (economic and zoning) as requested by the Council
- Continued development of an Economic Development Strategic Plan with goals and objectives that build on the priorities identified in the City Code, Transition Team reports, the City's Comprehensive Plan, Sector Studies, and other guiding studies and documents, as well as shared priorities with local ED Stakeholders and the County and State Plans
- Began development of an Economic Development Action Plan that reflects the City's shared priorities with the county and state; supports business development programs already underway with nonprofit business associations; and focuses on making the traditional business districts centers for innovation, growth and competitiveness as a national and international visitor destination

Recreation and Parks

Recreation

- Get Smart Club (after school homework program) continues at Stanton Center and Annapolis Walk.
- Friday Night Out, STAIR and Literacy Counts, DAFINA and Stem Academy continue at the Stanton Center.
- 13 Community and Organizational Meetings and 12 Events took place at the Stanton Center.
- 8-U Instructional Basketball League and Clinic- 53 staff members, parents and youth attended the Women's Navy Basketball game vs. Air Force on Dec. 21st. at Alumni Hall. Players participated in an on-court post game basketball scrimmage. Also 45 staff members, parents and youth attended the Women's Navy Basketball game vs. Bucknell on Dec. 30th.
- "Sankofa" is an African word that translates to "it is not taboo to fetch what is at risk of being left behind". It will be new program at the Stanton Center to teach young males 10-17 years of age about history, the importance of knowledge and education, economics, government legislation and the political process, local and world events, social activism and the importance of family and community. Amidst these topics, participants will experience activities such as camping, cooking, educational field trips, cultural field trips, environmental field trips and sporting events.
- PMRC Fitness classes participants - 1,430 during December.
- Planning the Walk Parole Event for March 19th. 100 year Anniversary of Parole, working on the walkability of that area, creating a mileage map to encourage citizens to walk Parole and live a healthy lifestyle.

- Healthy Anne Arundel- working with community partners on a Bike Rodeo for Healthy Anne Arundel Month in April.
- Staff continues Employee Wellness campaign to get employees to sign up for “Pip” Moyer Recreation Center and to participate in the City of Annapolis Wellness program. In December 40 employees signed up in addition to the 83 that are already registered - total of 123 City employees involved in the program.
- Start of Youth Basketball season with 41 teams enrolled.
- USA Futsal Tournament was hosted at PMRC in December. Featured soccer teams from across the State and Northeastern United States.
- Ballet, Tap and Jazz classes concluded their 14 week program that started in the fall along with the 12 week Jazz and Hip Hop classes. 97% of those surveyed for the programs rated it “good” to “excellent.”
- Walter S. Mills-Parole Before and After Care Program OPENED in December 2015. All necessary paperwork and requirements were accepted by the MD State Department of Education Office of Child Care and the license was granted. Applied to the EXCEL program to get published in the quality assurance program for Walter S. Mills-Parole.
- The Daddy Daughter Dance is scheduled February 5th at PMRC

Parks & Facilities

- The Parks Maintenance Staff assisted with serving meals at the Bates Heritage Senior Center Christmas Luncheon.
- The Parks Maintenance Staff assisted with setup and tear down at the New Years Eve Event at Susan Campbell Park.
- The Parks Maintenance Staff did maintenance and clearing out at the rain gardens at PMRC and Truxtun Park.
- Horticulturalist attended two South River/Bywater Restoration project review meetings.
- A memorial bench was installed at Ellen O. Moyer Nature Park.
- Preparing for GreenScape 2016, which will be held April 23rd. A press release was sent out to announce the preparatory meeting for individuals/organizations interested in participating.
- The Art in Public Places Commission's (AIPPC) art catalogues were distributed to many public locations throughout Annapolis. The catalogues showcase the various art located around the City.
- AIPPC is making arrangements for the commission's 2016 summer concert series at Susan Campbell Park.
- Pip Moyer Recreation Center (PMRC) Punch card sale for the Holiday brought in \$16,514.75. \$4,800 more than last year this time.
- Front Desk Supervisor and one other Front Desk staff attended the a Risk Management Safety and Security Training on 12/09/2015. Training covered emergency situations such as active shooter, suspicious packages, etc.
- Minor PMRC walking/jogging track repairs scheduled for January 11, 2016.
- PMRC Maintenance Staff did a major floor and locker cleaning in both locker rooms.
- PMRC Maintenance Staff is planning do interior painting around the building in January.
- PMRC Maintenance Staff is exploring companies to reupholster the PMRC meeting room chairs.

Harbor Master

- Due to the City Dock construction project, available docking space is reduced to ten slips during the winter months.
- Harbormaster assisted with the New Year's Eve fireworks for another successful New Year's Eve celebration.
- Boat Show leases for Spring, 2017, Spring 2018 and Spring 2019 are scheduled to be presented to City Council on First Reader Monday 11th of January.

- The contract for our grant funded (87.5%) Mooring improvement project was executed in November with the successful bidder, Murtech Marine. The Government Furnished Equipment (GFE) has been received. Construction is expected to begin in early March and complete by the end of April, 2016.

Transportation

Monthly News

1. Status of Capital Projects

- HVAC – completed
- Bus Wash Facility – completed
- Operations Control Center – renovation of command center and the new offices is completed.
- Facility Lighting and Surveillance System – installation of facility surveillance cameras is completed; installation of new lighting will be completed in January 2016.
- Tire Storage Facility – completed

Activity Report

1. Transit Operations

A. Transit Services for Special Events/Emergencies

A total of 115 transit service hours were provided for various special events and/or emergencies in the month of December. No fare was collected for these events with the exception of the military bowl event. Table 2 below provides details of these events.

Table 2. Special Events

Event	Date	Duration	# Of Buses	Ridership	Service Hours
Midnight Madness	12/3/2015	4p-12a	2.0	56.0	16.0
Midnight Madness	12/10/2015	4p-12a	2.0	63.0	16.0
Governor's reception	12/12/2015	1p-4p	1.0	4.0	3.0
Annapolis Yacht Club Fire	12/12/2015	5P-8P	1.0	46.0	3.0
Mayor's Senior luncheon	12/16/2015	10a-3p	1.0	13.0	5.0
Midnight Madness	12/17/2015	4p-12a	2.0	58.0	16.0

Military Bowl - Stadium	12/28/2015	1p-9p	2.0	270.0	16.0
ADA - Warming bus	12/31/2015	5p-12:30a	1.0	0.0	7.5
First Night - Circulator	12/31/2015	6p-12:30a	5.0	563.0	32.5
Total Service Hours			17.0	1,073.0	115.0

B. December 2015 Ridership and Farebox Revenue

Total ridership in December 2015 was 39,343, down by 11.66% compared to December 2014 (Table 3). System-wide, this is the twelfth consecutive month of significant reductions in ridership since the implementation of service reductions in November 2014.

Table 3. December 2015 Unlinked Passenger Trips

Route	December 2015	December 2014	% Change
Red	5,946	7,146	-16.79%
Yellow	3,315	2,622	26.43%
Green	8,318	9,103	-8.62%
Orange	2,144	1,638	30.89%
Gold	2,001	3,157	-36.62%
Brown	6,937	7,813	-11.21%
Purple	3,280	2,909	12.75%
Circulator (city side)	3,185	5,689	-44.01%
State Shuttle	3,694	3,963	-6.79%
Paratransit	523	497	5.23%
Total	39,343	44,537	-11.66%

Table 4. December 2015 Farebox Revenue

Route	December 2015	December 2014	% Change
-------	---------------	---------------	----------

Red	\$8,922	\$7,509	18.82%
Yellow	\$2,046	\$1,656	23.55%
Green	\$11,906	\$9,953	19.62%
Orange	\$2,489	\$2,157	15.39%
Gold	\$2,407	\$3,553	-32.25%
Brown	\$10,587	\$9,100	16.34%
Purple	\$2,736	\$2,454	11.49%
Circulator	\$2,872	\$81	3445.68%
State Shuttle**	\$799	\$748	6.82%
Paratransit	\$587	\$646	-9.13%
Total	\$45,351	\$37,857	19.80%

**Excludes fares from State employees

2. Parking

Table 1. Parking Garages – Revenue and Vehicles Parked, December 2015

Garage/Lot	Revenue	Vehicles Parked
Gotts	\$154,716.58	19,219
Hillman	\$238,614.18	24,913
Knighton	\$41,479.75	5,533
Park Place	\$114,361.97	8,869
South Street Lot	\$13,818.93	1,423
Larkin Street Lot	\$11,264.95	50
Total	\$574,256.36	60,007

On-Street Parking, December 2015

Citations	1,513
Revenue	\$41,168

3. Overtime and Leave (Sick, Vacation, Personal) Hours

Overtime is mainly a function of sick, vacation and personal leave, particularly, in transit operations. There was no overtime in Administration. Below are the overtime hours and leave hours by division for the period December 3 through December 30, 2015.

Parking Enforcement Officers & Parking Meter Technicians

Overtime:	0.5 hours
Leave (sick, vacation and personal, etc):	212.5 hours

Transit Vehicle Operations – Bus Operators only

Overtime:	158.5 hours
Leave (sick, vacation and personal, etc):	824.5 hours

Transit Supervision

Overtime:	88.25 hours
Leave (sick, vacation and personal, etc):	40 hours

Vehicle Maintenance

Overtime	25.5 hours
Leave (sick, vacation and personal, etc):	24 hours

4. Vacant Positions

Part-time transit bus operator – two (2) positions
Fleet maintenance supervisor – one (1) position